

12 April 1954

MEMORANDUM FOR THE RECORD

SUBJECT: Backstopping the [REDACTED] Position

25X1X7

PH
TW

06/m/1954

1. It is believed desirable and necessary that all possible steps be taken to make the work of the [REDACTED] Representative as useful and profitable to CIA as possible. An essential step to this end is the establishment of a focal point in CIA to which both the [REDACTED] Representative and elements of the Agency can turn for assistance and advice, in connection with [REDACTED] matters, and on which the [REDACTED] Representative can rely for continuous backstopping in Washington. 25X1X7

2. Backstopping of the [REDACTED] Team has been handled in the Office of the Assistant Director, Research and Reports, in a highly satisfactory manner. Responsibility for the backstopping is placed on the Special Assistant. It is believed that a procedure similar to that used for the [REDACTED] operation will be satisfactory for backstopping the [REDACTED] operation. 25X1X7

3. The close collaboration of the Special Assistant/ORR with the Field Coordination Staff/DD/I will insure the desired efficiency of dissemination of documents having multi-Office interest. (The actual dissemination will be carried out by the Liaison Division, OCD.) The SA/RR will look to FCS/DD/I for the coordination of any administrative matters or substantive matters having inter-Office implications. 25X1X7

4. It is believed that under this system the [REDACTED] representative would be certain that personal attention was given all the materials he was forwarding. He would be better able to evaluate the efficiency of his operation and the effectiveness of his reporting. He would be also assured of a contact who would be able to keep him apprised of organization or personnel changes in ORR affecting his area of responsibility. Personnel of ORR would be able to call upon the services of the backstopper in order to establish priority for their requests and to develop appropriate guidance and support to the activities of the [REDACTED] Representative. 25X1X7

5. This memorandum has been concurred in by Chief, FCS/GI; EX/CD; and Chief, LD/CD.

[REDACTED]

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Special Assistant to AD/RR

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